

## SITE DEVELOPMENT APPLICATION CHECKLIST

In accordance with Chapter 24, Section 24-169 of the City Code

Site Plan No. \_\_\_\_\_ Date: \_\_\_\_\_

***Prior to requesting a Concept Review, the applicant is required to submit:***

☐ **1. The Natural Resources Inventory (NRI) and Forest Stand delineation (FSD)** as defined in the *Environmental Standards* should be submitted at least 30 days prior to the submittal of concept plan reviews, site plan, and schematic development plans (SDP).

The NRI/FSD should, at a minimum, include:

a) Existing streams, wetlands, floodplains, stream buffers, topography, soils, forest and trees, danger reach/dam break analysis, threatened and endangered species and species in need of conservation, existing wildlife, special protection areas, cultural resources, stream quality, noise and light pollution, significant views and vistas, public utilities, property lines, existing buildings, and/or transportation right-of-ways.

b) **Soils Report** as described in the "Highly Erodible, Unsuitable and Unsafe Soils" section of the *Environmental Standards*.

c) **Forest Stand Delineation (FSD)** as described in the *State Forest Conservation Manual* and the *City Tree Manual* adopted as part of Chapter 22 of the City Code.

☐ **2. NRI/FSD Application Fee:**

Private Residence	\$125.00
Other	\$150.00 plus \$5.00/acre for every acre over 10 acres

## CONCEPT REVIEW

### FILING INSTRUCTIONS

Applicant shall complete and submit to the Planning and Code Administration (P&CA) an application for site plan review and fee with submission of plans for concept approval (see fees schedule). All drawings must be submitted by 3 p.m., to the Planning and Code Administration a minimum of three (3) weeks and five (5) days prior to the first Wednesday of the month. The Planning Commission reviews site plans the first and third Wednesdays of each month. The property needs to be posted nine (9) days prior to the Planning Commission review date.

Preferred scales of 1" = 30', 1" = 50', or 1" = 100'. **No drawings utilizing architect's scale will be accepted.**

## CHECK AS FILED

Please note inclusion of following items on plan as submitted.

- ☐ 1. **Application** filed with Planning and Code Administration.
- ☐ 2. **Fee.**  
Site Plan Review Fee (Non-refundable)  
Residential - Minimum \$600 plus \$3/dwelling unit.  
Non-Residential - Minimum \$650 plus \$4/1000 sq. ft. of gross floor area in each structure.
- ☐ 3. **LEED™ (Leadership in Energy and Environmental Design) project checklist** (available at City Hall or website)
- ☐ 4. **Name, address, and phone numbers** of owner, developer, architect and engineer.
- ☐ 5. **Name and address of project.** New addresses to be assigned by P&CA.
- ☐ 6. **Location of site on a City map,** one (1) copy of 8½" x 11" size in 1" = 400' or 1" = 1000' scale.
- ☐ 7. **Historic site designation** or location within historic district, if applicable, or on the City's Historic Inventory.
- ☐ 8. **Olde Towne District location,** if applicable. See Sec. 24-161 of *Zoning Ordinance*.
- ☐ 9. **Prints of site plan,** fifteen (15) copies. Following revisions as requested by P&CA staff, applicant will resubmit three (3) corrected copies for review, one (1) 11"x17" version of all plans, and one (1) colored version of concept plan for Planning Commission review.
- ☐ 10. **Plans must be folded** to 8½" x 11" size at the time of submission.
- ☐ 11. **Tentative locations, dimensions, and heights** of all buildings, driveways, access, parking, easements, contours (existing at 2 ft. intervals), green spaces and play areas, sidewalks, rights-of-way, proposed streets per City master plan, zoning data, and density requirements.
- ☐ 12. **Summary of acreage,** zoning of property, building square footage and/or dwelling unit count, green space, parking, and building coverage; show required and proposed in chart form on plan.
- ☐ 13. **Sketch of building appearance** (optional; preferred by Planning Commission).
- ☐ 14. **Proposed traffic circulation system,** including curb-cut locations for all street(s) and driveway(s).
- ☐ 15. **Preliminary Forest Conservation Plan** as defined in Chapter 22 of the City Code, the *State Forest Conservation Manual*, and the *City Tree Manual*.
- ☐ 16. **Wildlife Management Plan** as defined in the *Environmental Standards*; should be included when development is expected to impact wildlife or their habitats.
- ☐ 17. **Preliminary Stormwater Management Concept Plan** showing how it will comply with Chapter 8, Article II of the *City Code*.
- ☐ 18. **Key map** showing location of property.
- ☐ 19. **North arrow** and graphic scale on all plan sheets.

# PRELIMINARY REVIEW

## FILING INSTRUCTIONS

Applicant shall complete and submit to the Planning and Code Administration (P&CA) an application for site plan review and fee with submission of plans for concept approval (see fees schedule). All drawings must be submitted by 3 p.m. to the Planning and Code Administration a minimum of three (3) weeks and five (5) days prior to the first Wednesday of the month. The Planning Commission reviews site plans the first and third Wednesdays of each month. The property needs to be posted nine (9) days prior to the Planning Commission review date.

Note: See fee schedule for schematic development plans/annexation plans in the MXD Zone.

Submission for **preliminary** review at scale of 1" = 30', 1" = 50', or 1" = 100'. **No drawings utilizing architect's scale accepted.**

## CHECK AS FILED

Please note inclusion of following items on plans as submitted.

- ☐ 1. **All items required at concept review.**
- ☐ 2. **Fee.**  
  
Site Plan Review Fee (Non-refundable)  
Residential - Minimum \$600 plus \$3/dwelling unit.  
Non-Residential - Minimum \$650 plus \$4/1000 sq. ft. of gross floor area in each structure.
- ☐ 3. **Boundary survey**, with bearings and distances, in W.S.S.C. datum. Note W.S.S.C. horizontal and vertical datum used.
- ☐ 4. **Existing topography @2'0"**. Vertical intervals in dashed lines.
- ☐ 5. **Proposed topography @ 2'0"**. Vertical intervals in solid lines.
- ☐ 6. **Location of any right-of-way to be granted** for master-planned streets, public alleys, walkways, pedestrian paths, bikeways, or access.
- ☐ 7. **Preliminary street profiles** for all proposed dedicated streets @ scale of 1" = 50' horizontal and 1" = 5' vertical.
- ☐ 8. **List of proposed street names** (form provided by P&CA). Applicants must submit at least two (2) names for each proposed street according to criteria noted on form. Approval of street names by M-NCPPC required prior to final site plan approval.
- ☐ 9. **Location and dimensions of off-street parking facilities**, loading areas, and provision for refuse removal with screening provisions.
- ☐ 10. **Handicapped parking** (per State Code) including signing and ramp locations.
- ☐ 11. **Location and square footage of open spaces** and, for residential development, recreation facilities, e.g., tennis courts, tot lots, and pools.
- ☐ 12. **Location and dimensions of pedestrian walks.**

- ☐ 13. **Location and dimensions of building(s)**, existing and proposed, and other structure(s).
- ☐ 14. **Proposed appearance of the buildings**, structures, and grounds upon project completion, including vertical dimensions.
- ☐ 15. **Location, dimensions of, and types of walls, railings, fences.**
- ☐ 16. **Location of all free standing signs**, existing and proposed.
- ☐ 17. **Locations of existing utility lines** (electric, telephone, gas water and sewer) and fire hydrants.
- ☐ 18. **Location and widths of any easements or rights-of-way granted for utilities**, including (if applicable) easements for maintenance of storm water management facilities and a copy of the easement, and public improvement easements.
- ☐ 19. **One hundred-year flood plain boundaries**, where applicable.
- ☐ 20. **Conceptual Stormwater Management Plan** including the following items:
  - a) Statement of proposed methods for addressing stormwater management as required by the *2000 Maryland Stormwater Design Manual*.
  - b) Type of stormwater management structure, the specific location (if a dam, the probable Soil Conservation Service hazard class–Water Resources Administration hazard class when appropriate).
  - c) Drainage area map for the site.
  - d) Delineation of soils by soil symbol for site.
  - e) Volume of storage required and volume of storage available as required by the 2000 Maryland Stormwater Design Manual with supporting computations.
- ☐ 21. **Final Forest Conservation Plan** as defined in Chapter 22 of the *City Code* and described in *State Technical Manual*.
- ☐ 22. **Conceptual landscape plan** as described in the *City Tree Manual*.
- ☐ 23. **Prints of the site plan package**, fifteen (15) copies of each sheet . Following reviews per the request of the Planning and Code Administration staff, applicant will resubmit three (3) corrected copies for review, one (1) 11"x17" version of all plans, and one (1) colored version of Preliminary Plan for Planning Commission review.
- ☐ 24. **Plans must be folded** to 8½" x 11" size at time of submission.

# FINAL REVIEW

## FILING INSTRUCTIONS

Applicant shall complete and submit to the Planning and Code Administration (P&CA) an application for site plan review and fee with submission of plans for concept approval (see fees schedule). All drawings must be submitted by 3 p.m. to the Planning and Code Administration a minimum of three (3) weeks and five (5) days prior to the first Wednesday of the month. The Planning Commission reviews site plans the first and third Wednesdays of each month. The property needs to be posted nine (9) days prior to the Planning Commission review date.

Note: For final site plan in MXD zone, a fee of \$7,000 plus \$10/dwelling unit and /or \$25/1,000 sq. ft. of gross floor area is to be submitted.

## CHECK AS FILED

Please note inclusion of following items on plans as submitted.

- ☐ 1. **All items required at concept and preliminary reviews.**
- ☐ 2. **Fee.**  
Site Plan Review Fee (Non-refundable)  
Residential - Minimum \$600 plus \$3/dwelling unit.  
Non-Residential - Minimum \$650 plus \$4/1000 sq. ft. of gross floor area in each structure.
- ☐ 3. **Final site plan prints**, fifteen (15) sets and five (5) sets of all others, i.e., landscape, lighting, sediment control, etc. Following site plan revision by staff, applicant will resubmit three (3) corrected copies for review, and one (1) 11"x17" version of all plans. One (1) final colored version of landscape plan and building elevations will be made available to staff for presentation purposes.
- ☐ 4. **Elevations of building(s)**, two (2) sets, with all materials stipulated.
- ☐ 5. **Final landscaping and recreation plan** (described in *City Tree Manual*) showing treatment of open spaces, shrubs, trees, etc. Residential development plans should show recreation facilities, e.g., tot lots, pools, tennis courts, etc. Maintenance responsibility for common open space areas should also be noted.
- ☐ 6. **Street lighting plan**, shown on landscape plan as tentative and subject to PEPCO's approval.
- ☐ 7. **Draft of Homeowners Association By-Laws, Articles of Incorporation, Covenants and Restrictions.**  
For developments greater than 50 lots, the documents must include a requirement to adopt an Integrated Pest Management Plan for the maintenance of all common areas in the development. Model language is available from the P&CA.
- ☐ 8. **Road paving plans and profiles or curb cuts** from existing City streets. Project site design must be coordinated with abutting street grade establishment. In cases of access to a State road, contact the Maryland State Highway Administration (M.S.H.A.) prior to construction for issuance of access permit.  
Note: Roads intersecting State or County roads must be submitted to Maryland State Highway Administration or Montgomery County Department of Transportation (M.C.D.O.T.) for review and approval.
- ☐ 9. **Storm drainage study** certified by licensed surveyor or professional engineer.
- ☐ 11. **Storm drainage plans, profiles, and calculations.** Storm drains connecting or inputting State of County maintained drainage systems must be submitted to Maryland State Highway Administration or Montgomery County Department of Transportation for review and approval.

- ☐ 11. **Sediment Control Plan;** also to be submitted to the City's Department of Public Works, Park Maintenance, and Engineering (DPWPME). A separate plan review fee must be paid prior to the DPWPME plan review. See current fee schedule.
- ☐ 12. **Storm Water Management Plan;** also to be submitted to the DPWPME. A separate plan review fee must be paid prior to Department of Public Works and Engineering plan review. See current fee schedule.
- ☐ 13. **Sign package** showing location and dimension of project identification, directional, and free-standing signs (and wall signage, if available).
- ☐ 14. **Final Forest Conservation Plan** as defined in Chapter 22 of the *City Code* and described in the *State Technical Manual*.
- ☐ 15. **Tentative location of construction/sales trailer,** if applicable.
- ☐ 16. **Subdivision Record Plat(s).** Seven (7) unsigned prints of original mylar must be included in final site plan package plus record plat application and fee. Prints must be folded to 8 1/2" x 11" size. Applicant retains original mylar until separate record plat review process is completed. No building permits may be issued prior to approval by Planning Commission and final recordation of the plat.
- ☐ 17. **Plan for addressing showing proposed streets with building locations.** Other materials may be requested. **Final address plan and map will be issued by the City.**
- ☐ 18. **Record Plat Application Fee.** See current fee schedule.
- ☐ 19. Following final approval, applicant shall submit **original mylars of approved site plan, landscape plan, building elevations, street profiles, sediment control, storm drainage, stormwater management, and paving plans** with one paper print for signature by Planning and Code Administration, in accordance with the building permit process outlined on the reverse side of the Site Development Approval (S.D.A.) Form.
- ☐ 20. **Plans must be folded** to 8 1/2" x 11" size at the time of submission.

Note: Stormwater management and sediment control plans are reviewed by the City's Department of Planning and Code Administration and the Director of Public Works and Engineering as part of the site plan and building permit process. These plans also may require approval by the Montgomery County Soil Conservation Service (M.C.S.D.) and should be submitted simultaneously to M.C.S.D. and the City.